

GOVERNMENT OF TELANGANA
ABSTRACT

Panchayat Raj Engineering Department – Online preparation and submission of bills – comprehensive instructions - Orders issued.

PANCHAYAT RAJ & RURAL DEVELOPMENT (PROGS.II) DEPARTMENT

G.O.Ms.No.91

Dated: 9.10.2015

Read the following:

1. G.O. Ms. No. 60, Fin & Plg. (FW.BG) Department, Dt. 30.03.2001
2. Memo No. 2358/F3 (2)/2001-1 Dated. 09-04-2001.
3. G.O.Ms. No. 94 Irrigation and CAD (PW-COD) Dept. Dated 1-07-2003.

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ORDER:

Government of Telangana have launched an ambitious programme to improve the Rural roads under the control of the Panchayat Raj Department. Accordingly massive works have been sanctioned under the renewal of BT, Strengthening of roads, and construction of rural roads, besides undertaking a number of bridges with the assistance under NABARD. As massive funds flow would be required over the next two years, the department has been sought to computerize its workflow for the works programs besides digitizing all the roads and coding the same for tracking it in future. Accordingly, Telangana State Remote Censing Application Centre (TSRAC) has been vested with the task of digitizing the rural roads spanning over 68,000 km. In future the roads are planned to be uploaded on the Bhuvan Portal developed by the department of Space in joint collaboration with TSRAC and the Panchayat Raj Engineering Department. In view of the scenario the department has computerized all the ongoing works on the PRED website which can be accessed at <http://125.17.121.165/PRED/>. The web application is a work flow based system which enables to deal with entire work flow from creation of works, according approvals, sanctions, raise bills and make payments through the Works & Projects bill monitoring system.

- (1) In the G.O.1st read above, instructions were issued for processing of bills i.e expenditure of works pertaining to all the departments including Panchayat Raj through PAO system.
- (2) **PRED Online**: The PRED Online application helps to track the construction of new roads, strengthening / up gradation of existing roads and repairs to new roads. It helps to monitor the physical and financial progress of the works being undertaken by the department. This system facilitates for automation of works monitoring and all the existing rules and procedures in vogue shall be scrupulously followed
- (3) **Workflow Based system**: the PR Online is a complete workflow based system, which captures all activities from the sanction of a works to its completion including tracking progress fiscal and physical with bills being seamlessly submitted to the works and projects wing of the finance department. With a view to understand the workflow in the department a typical workflow of the department commences with Administrative approval by the Government → estimation of works by the department → approval of schedule of Sanctions → Packaging of works → capturing agreement details → Physical entry of work progress → CC form or bill generation → forwarding the bill online into the Bill

Monitoring System of the works and projects wing of the finance department for passing of bills and payment of amounts raised in the bills into the accounts of contractors→ closing of the work after completion. The Web Application is being integrated with the BMS (Bill Monitoring System) of Works and Accounts Department. The payment will be done through the PRED web Application once this integration is completed and will be coming in to effect from the notified date.

- (4) **PRED server to be integrated to the Works and Projects Server for online submission of bills**: All bills shall be prepared by the concerned Asst. Engineer/ AEE and submitted through the Dy. EE to the concerned Executive Engineer for sanction. Currently bills after being passed by the EE are being manually entered into the bill monitoring system of the W&P wing of the finance department.
- (5) **All documents to be scanned and uploaded in the online system**: All documents relating to the agreement copy, Mbooks, abstract Mbooks shall be scanned and uploaded into the system as a part of the work flow based system. This will enable future reference where claims are put for the by the contractor.
- (6) Instructions have already been given vide reference 3rd read above, on the procedure and powers of sanction of works based on the total work cost of work at various levels of Executive Engineer (less than or equal to Rs. 10.00 Lakhs); Superintendent Engineer (Value of works ranging from Rs. 10 -50 lakhs) and the Chief Engineer/Engineer-in-Chief for value of work above Rs. 50 lakhs. Based on the level of sanction, the required sanction of works shall be done online.
- (7) Detailed Tender procedure's have already been issued by the Government vide the reference third read above which shall be scrupulously followed on the PR online system
- (8) In continuation to the instructions issued in the references and subsequent amendments issued thereon, the following instructions are issued for the process automation of workflow monitoring in the Panchayat Raj Department.
- (9) The following Roles are defined for various functionaries of the department to enable a clear understanding of the PR Online System:
 - a. **AEE/AE**: The AEE/ AE is the primary user responsible for capturing the details of the works. He shall perform the following activities:
 - i. Work Estimation details, Packaging, Agreement details,
 - ii. Physical progress entries on regular basis based on MBooks/LF Books,
 - iii. Uploading of worksite photos, maintenance of M Books.
 - iv. Entering the details of Technical Sanctions on the web portal given by the competent authority on hard copies.
 - v. Any other item of work as assigned to him from time to time by the Government.

vi. Generation of the bills including price variation sheet at appropriate stages & forwarding to next higher officer i.e. DEE.

- b. **Dy. Executive Engineer**: The Dy. EE is the Validation Officer for the data entries done by AEE/AE and after due scrutiny that the data entered by the AE/AEE is correct shall forward the same to EE. Similarly he shall also verify and check the bills raised for payment by the AEE/AE.
- c. **Executive Engineer**: The EE shall perform the following functions :
 - i. Shall enter the contractor details in the contractor Master for the contractors working in the division.
 - ii. Shall validate the all the details of estimates, sanctions, progress etc. made by his sub ordinates as per rules.
 - iii. Shall capture the Agreement details entered at his level.
 - iv. Shall pass all the bills duly following the departmental procedures.
 - v. Shall forward the bill to the PAO system duly following the departmental procedures.
- d. **Superintending Engineer**: The SE shall perform the following functions:
 - i. Shall enter the contractor details in the Contractor Master for the contractors working in the circle.
 - ii. Shall validate the all the details of estimates, sanctions, progress etc. made by his sub ordinates as per rules.
 - iii. Shall capture the Agreement details entered at his level.
 - iv. Shall monitor the functions of his sub ordinates at appropriate levels.
- e. **Chief Engineer/ Engineer-in-Chief**: The CE/ENC shall perform the following functions:
 - i. Shall enter the contractor details in the Contractor Master for the registrations done at his level.
 - ii. Shall validate the all the details of estimates, sanctions, progress etc. made by his sub ordinates as per rules.

(10) Henceforth, the bills raised by the AEE/AE shall be scrutinized by the DEE and submitted to the EE for payment. The EE shall order for payment and send the bill to the W&P wing of the Finance Department online and also submit a hard copy duly signed along with all the relevant documents such as M books etc.

- (11) The W&P wings shall duly scrutinize the bills and passes them and remit the amounts in favor of the contractor through online.
- (12) All fresh proposals which are sanctioned by the Government shall also be captured and put up on the website to estimate the total liabilities on the department at any point of time.
- (13) A wide variety of MIS reports are made available on the PR online system to enable monitoring of works at different levels besides programing the funds flow requirement. The department shall ensure that the reports shall have drill down access to Gram Panchayat, Mandal, Assembly Constituency, District and State levels etc make the MIS reports on roads available to functionaries of all level.
- (14) Engineer-in-Chief, PR is requested to separately send the requirement of Computers at the Dy. EE level in the first instance to ensure that all Data relating to works and their progress is ported to the PR online website.
- (15) The above guidelines are applicable for all types of works being executed by the Panchayat Raj Department. The Engineer-in-Chief shall ensure that adequate training is given to all the concerned AE's/Dy.EE's/EE's in ensuring the online system is fully functional and operational. He shall also ensure that the PRED server is fully integrated with the W&P server of the Finance Department to ensure the online submission of bills.
- (16) Accordingly, all the AEE/AE/DEE/EE/SE/CE/ENC of the PR Engineering Department are requested to follow the above instructions scrupulously and ensure that the all works executed by the Department are processed through the PR online system only with effect from November 1st, 2015.

2. These orders issue with the concurrence of the Finance (EBS-VIII) Department vide their U.O Note No.611/312/15 EBS-VIII Dated: 1.10.2015.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**J.RAYMOND PETER
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Engineer-in-Chief, Panchayat Raj, Hyderabad.

The Chief Engineers, Panchayat Raj, Hyderabad.

The Superintendent Engineers/EEs in the State through the Engineer-in-Chief, PR.

Copy to: The Accountant General, Hyderabad.

The Director, Treasuries & Accounts, Hyderabad.

The Pay & Accounts Officer, Hyderabad.

All the District Treasuries & Accounts Officers.

The Director, Centre for Good Governance, Hyderabad.

The PS to Hon'ble M(PR&IT).

The Finance (EBS-VIII) Dept.

SC/SF.

//FORWARDED:: BY ORDER//

SECTION OFFICER

